

The Celebrity Club at PAL Place

House Policies and Procedures

Under the Liquor License Act

Draft 5 - March 9, 2006

1. PURPOSE

The Celebrity Club is for the enjoyment of residents of PAL Place, their occasional guests and paid up members of PAL Toronto and PAL Canada

Its objective is to provide a convivial social gathering place, to encourage both organized and spontaneous entertainment by volunteers for the enjoyment of all, to engage in other activities that celebrate the diversity of PAL, and to act as a regular fund-raiser for PAL Toronto.

The Club is to be run on a not-for-profit basis and any excess revenues will be used for PAL Toronto charitable purposes.

2. DEFINITIONS OF ELIGIBLE CUSTOMERS

A "resident" is one who currently lives at 110 The Esplanade

A "guest" must be accompanied by a member, either a resident or a paid up member of PAL, must be signed into the visitor's book and may not make more than three visits per annum without becoming a member of PAL.

Customers must be over 19 and ID will be requested of any customers at the discretion of the manager or staff on duty.

Membership in PAL Toronto is available upon application and payment of 20 dollars annual dues

An official PAL membership card must be presented on request

3. LICENSE

The Celebrity Club is a licensed premises under the Liquor License Act (LLA) administered by the Alcohol and Gaming Commission of Ontario (AGCO formerly LLBO).

The Celebrity Club license is to be held by at least one director of the Board of Performing Arts Lodges, Toronto, and one member of PAL Toronto who is resident at PAL Place, preferably but not necessarily the volunteer Club Manager.

4. OPERATIONS

The Celebrity Club will be open on **Friday nights** until no later than 1 am year round, on specified Saturday nights until no later than 1 am, and on other specified evenings no later than 11 pm for special events.

The Club will also open on request or at the direction of the Entertainment Committee for social activities such as organized games or communal TV viewing, during daytime and in the evenings no later than 11 pm. If alcoholic beverages are to be served, a

trained volunteer bartender must be present. If no trained volunteer is available, alcoholic beverages may not be served. Under the LLA, alcoholic beverages will not be served before 11 am.

The Club can be reserved by residents for private parties, but one of the trained bartenders must be retained for a minimum of four hours at a rate of \$20 per hour, if alcoholic beverages are to be served. Bookings can be made through the PAL Toronto office and must be confirmed with the Celebrity Club manager. Alcohol will be served from Club stock at Club prices.

Alcohol may not be brought into the Club, but special requests for certain brands will be considered if requested in advance. All alcohol must be purchased from the LLBO using the Club license.

No drinks may be taken from the Club, or consumed outside the front door or in the Courtyard.

Standard measures of drinks will be served – no less than 1.5 oz for spirits, 5 oz for wine and 12 oz for beer. Both regular and premium spirits, wines and beers will be served. Soft drinks, non-alcoholic beer, bottled water and coffee etc. will be available at prices listed in the menu.

All bar managers, bartenders and servers have taken the Smart Serve Responsible Alcohol Beverage Service Training program and understand their obligations and responsibilities to their customers.

Taxis will be called on request for non-residents.

Service is at the discretion of the management.

5. FOOD, as required under the LLA

Snack size nuts, pretzels and chips will be available.

A selection of four snacks will be available for purchase.

A selection of five entrées will be available for purchase.

A menu showing snacks, entrées and spirits, wines and beers available, plus soft drinks, bottled water and hot beverages will be displayed.

6. DOOR POLICY

The front door will remain locked at all times.

Residents may access the Club by using their key.

PAL members will be buzzed in and their membership verified.

Guests will only be admitted if they are accompanied by a resident or member.

7. SMART SERVE

The PAL Place Celebrity Club supports the Smart Serve Responsible Alcohol Beverage Service Training program.

8. SMOKING

The Celebrity Club adheres to the laws of Ontario and the City of Toronto and smoking is not permitted in any area of the Club. However, residents may be permitted to smoke outside the back door as long as the law allows and as long as they do not create a nuisance to other residents whose units overlook the Courtyard. Smoking outside the front door of the Club will not be permitted. The back door will be open during vents.

9. BAR MANAGER

The Bar Manager is a volunteer position held by a resident of PAL Place and appointed by the Management Committee of the Board of Directors of PAL Toronto. The manager will be responsible for the following:

Ensuring a trained volunteer is on duty as a bar tender or server for Club nights, or a paid trained volunteer is available and present when the Club is used for private events. Paid staff will be used when volunteers are not available at a rate not exceeding \$20 per hour.

Ensuring all volunteers and paid staff have participated in the Smart Serve Responsible Alcohol Beverage Service Training program.

Opening and closing the Club on Friday nights, or appointing a responsible alternate manager.

Counting and balancing the receipts and registering them with the PAL office after each event, or on the first appropriate business day.

Reporting taxes collected to the PAL office after each event.

Creating an ENTERTAINMENT COMMITTEE to provide volunteer and guest entertainment as needed on a regular basis, and to suggest and sponsor other events throughout the year.

Creating a DECOR COMMITTEE to consult and advise on decor, colour schemes and refurbishments.

Working with the Board of PAL Toronto and the building and property management of PAL Place to ensure a smooth operation.

Working with the Treasurer of PAL Toronto to ensure the Club is properly budgeted and self-sustaining and that revenues are used appropriately.

Ensuring the premises are properly cleaned, in cooperation with property management, the washroom regularly inspected, and an appropriate level of cleanliness is observed by bar volunteers.

10. BAR TENDER AND SERVER'S RESPONSIBILITIES

The bar tender and/or server is a volunteer or paid position, depending on the availability of volunteers or the nature of the occasion. Private Club rentals require a paid trained bar tender to be in attendance for alcohol to be served.

The responsibilities of the bar tender and/or server include:

Acting as the Bar Manager when the Bar Manager is not present and performing the appropriate duties outlined above.

Having a valid SmartServe certificate.

If they do not have a SmartServe certificate, undertaking to complete the study program before their first on-duty session, write their test within 10 days of completion of the study program, and receive their certificate within 90 days. They should be prepared at all times to show their certificate or a photocopy of the form with the date they submitted their certificate, to the Bar Manager.

Acting in an appropriate manner while on duty according to the Policies and Procedures outlined herein and in the SmartServe program.

Signing a one-time agreement accepting responsibility for accurate cash and stock control, and respecting the privacy of customers.

Counting and balancing the receipts, giving a correct accounting of all cash received and returning the float to the Bar Manager or designate at the end of any session. Conducting an stock control inventory at the end of any session, in the manner prescribed by the Bar Manager.

Liaising with the Entertainment Committee member to ensure resident and guest entertainers have the sound and lighting facilities turned on at appropriate times (i.e. during live performances)

Ensuring that an appropriate selection of CD music is played at other times and at an appropriate sound level, keeping the reasonable requests of the customers in mind. During specific TV oriented events only, ensuring the bar TV is tuned to the appropriate channel.

Keeping live and recorded music and the TV at appropriate sound levels, especially later in the evening, to ensure the comfort of residents living in units directly above the Club.

If smokers are permitted to use the area directly outside the back door of the Club, ensuring that drinks are not carried outside and that sound levels do not disturb Courtyard residents.

11. FREE DRINKS

In accordance with LLA regulations, free drinks may not be given, but drinks offered at no cost to customers on a promotional basis must be rung in on the cash register.

12. SOCAN

The Celebrity Club pays an annual fee to the Society of Composers, Authors and Music Publishers of Canada which ensures that all recorded and live music performed in the Club is properly licensed.

13. OPERATIONS

For administrative purposes the Club will report to the Building Manager and the current property management company.

Cash receipts will be given to the Building Manager for safe keeping and deposit. Purchases will be made using the building's current PST permit and taxes will be paid reported and paid through the building's accounts and by the property management company.

The scheduling of maintenance, cleaning, repairs etc will be organized through the Building Manager, and reports of exceptions and damages will be made by the Bar Manager to the Building Manager.

While the Bar Manager can make decisions on the day-to-day operations of the Club, within budgets established, final responsibility of the Club is through a Celebrity Club sub-committee of the PAL Toronto Board, which will include the Bar Manager, the official LLA resident licensees, a representative of the PAL Place Residents' Association and the Board Management Committee.

No expenditures above \$2,000.00, even if within budget, can be made without the approval of the Board of PAL Toronto. _

14. COMPLAINTS AND DISPUTES

The Celebrity Club volunteer Bar Manager will present all complaints and disputes to:
First, the Celebrity Club sub-committee;
Second, the Building Manager, if a resident is involved, and if resolution is not possible; and
Third, the Executive Committee of the Board of PAL Toronto.

Any customer (whether resident, paid up PAL member or guest) of the Celebrity Club who has a complaint or dispute with the Bar Manager, may at their discretion approach any of the above authorities directly, in writing only, for a resolution of any issue.

THIS DRAFT PREPARED FOR DISCUSSION BY

Nigel Napier-Andrews

DATE \@ "MMMM d, yyyy" March 9, 2006

AND PRESENTED AS A RESOLUTION TO THE BOARD OF PAL TORONTO ON

Approved